

Maryland Energy Administration
IT/Database Systems Manager
Job Description

Join the Maryland Energy Administration as we transform energy in the State of Maryland. You will have an unprecedented opportunity to work on the cutting edge of implementing Maryland's clean energy policies and programs. We are looking for the best and the brightest to join the team that is quickly making Maryland one of the nation's leaders in energy.

Responsibilities: The IT Database Systems Manager is responsible for agency IT, AV and communications systems, processes and inventories. The position works closely with the agency staff, other state agencies and private sector support contractors and consultants.

- Maintains agency IT systems and operations, including security and continuity of operations
- Design, implement, manage and support the MEA Program Management Application (PMA), a customized Salesforce application for energy program reporting, financial tracking and decision-making.
- Designs and maintains the agency website, including the agency iMap applications and online video outreach.
- Maintains agency interfaces with other state and federal IT systems (such as FMIS, ADPICS, PAGE and StateStat) through networking, interagency agreements and contract mechanisms.
- Maintains support contracts and interagency agreements associated with IT, AV and comms systems.
- Maintains agency inventory of IT, network, AV and comms devices.
- Care and operations of agency hardware, software and associated accessories.
- Manages agency budget and procurement of IT, AV and comms equipment, software and supplies

Qualifications: Candidates should have at least a bachelor's degree in an associated field of study such as IT, business analytics or statistics. Candidates must have at least two years of detailed experience working with database systems related to the items listed in the responsibilities section above, with a strong preference of working with the Salesforce application. Excellent presentation, writing, and analytical skills are required.

Successful candidates will have:

- Expertise of MS Office applications (Excel, Word, Access, PowerPoint), database applications (Salesforce, Access, PeopleSoft/Oracle ERP), and commercial or open source data visualization platforms
- Experience as system administrator for IT systems and network: ability to work as Tier 1 support troubleshooting common desktop issues, installing software, running updates, etc.; experience with Exchange, Active Directory, and Blackberry Enterprise Server; (experience working with the Cisco Unified Communications Console a plus)
- Experience in web and video production: knowledge of HTML and CSS; experience with content management systems such as Adobe Contribute or Adobe Dreamweaver; experience with graphical information systems
- Experience as systems administrator for a custom Salesforce application a plus
- Analytical expertise and experience demonstrating understanding of spreadsheet applications;
- Excellent written and oral skills; well organized and able to meet deadlines, and work well with both internal staff and external parties

To Apply: Please send a cover letter, resume, and salary requirements by email, with "IT Database Systems Manager" in the subject line to MEAjobs@energy.state.md.us. Applicants will receive notification of receipt. Only the top candidates will be invited to interview for the position.

Salary: Commensurate with experience.